

## EDITED KSA LISTING

### CLASS: SUPERVISOR OF VOCATIONAL INSTRUCTION

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

	<b>Knowledge of:</b>
<b>K1.</b>	Working knowledge of principles, methods, and procedures of vocational school organization and administration in a correctional facility to ensure compliance with Departmental Operations Manual (DOM), policies, and procedures, provide adequate direction to instructors using California Code of Regulations (CCR), Title 15, and bargaining unit contracts to effectively perform assigned duties.
<b>K2.</b>	Thorough knowledge of modern instructor training and vocational teaching methods in a correctional facility to ensure inmates receive quality education and entry-level job skills, assist instructors in classroom management and use of curriculum frameworks, and provide professional development training.
<b>K3.</b>	Basic knowledge of purposes and organization of State correctional agencies in order to meet the Department's mission, goals and objectives.
<b>K4.</b>	Basic knowledge of principles and techniques of educational and vocational guidance and counseling to provide assistance in the selection of appropriate education programs for inmates.
<b>K5.</b>	Basic knowledge of causes, extent and treatment of crime and delinquency in a correctional facility to provide appropriate services to inmates by ensuring compliance with penal codes and court mandates.
<b>K6.</b>	Basic knowledge of principles and techniques of clinical and inmate psychology and sociology in a correctional facility to provide appropriate services to inmates by ensuring compliance with penal codes and court mandates.
<b>K7.</b>	Working knowledge of principles of effective supervision in a correctional facility in order to successfully manage all aspects of the vocational education program.
<b>K8.</b>	Basic knowledge of the Department's Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
<b>K9.</b>	Basic knowledge of a manager's role in the EEO program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.
<b>K10.</b>	<b>Basic knowledge of financial structure, uniform accounting system, and financial procedures of the State of California to be effective and accurate in the analysis of CALSTARS data and Education and Inmate Programs Unit (EIPU) budget allotment.</b>

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	<b>Skill to:</b>
<b>S1.</b>	Skill to plan, organize, and direct staff in the vocational programs in a State correctional facility to ensure quality services are provided.
<b>S2.</b>	Skill to plan, coordinate and supervise the vocational instruction program of a correctional facility in order to meet curriculum framework mandates and the educational needs of inmates.
<b>S3.</b>	Skill to develop and maintain vocational curricula adapted to the needs of inmates in a correctional facility in order to stay current within industry standards and meet the Department's mission statement.
<b>S4.</b>	Skill to administer and interpret standard educational and aptitude tests to ensure proper inmate placement in vocational programs.
<b>S5.</b>	Skill to keep records and prepare reports in order to provide information, historical data, and documentation and ensure compliance with various laws, regulations, policies, procedures and court mandates.
<b>S6.</b>	Skill to exercise fair but firm supervision to effectively ensure behavior and performance standards are met in a safe and positive work environment.
<b>S7.</b>	Skill to analyze situations and data accurately in order to take effective action in the management of educational programs within a State correctional facility.
<b>S8.</b>	Skill to effectively contribute to the Department's equal employment objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
<b>S9.</b>	<b>Skill to present ideas and information effectively to various entities in order to effectively communicate and meet the operational needs of vocational programs in a correctional facility.</b>

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	<b>Ability to:</b>
<b>A1.</b>	
<b>A2.</b>	
<b>A3.</b>	
<b>A4.</b>	
<b>A5.</b>	
<b>A6.</b>	
<b>A7.</b>	
<b>A8.</b>	
<b>A9.</b>	
<b>A10.</b>	
<b>A11.</b>	

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	<b>Special Personal Characteristics:</b>
<b>SPC1.</b>	Willingness to work in a State correctional facility with tact, patience, and neat personal appearance in order to effectively supervise staff, and establish and maintain cooperative relationships with Departmental employees, the public, and other State agencies to meet operational needs, goals and objectives.